

Keep Employee Medical and Exposure Records

WAC 296-802-200

Summary

YOUR RESPONSIBILITY:

To keep employee medical records, exposure records, and analyses

IMPORTANT:

- Physicians or other health care personnel may keep medical records for you.
- You may keep information in any form as long as the information is retrievable.
- Unless a specific occupational safety and health rule provides a different time period, you must keep records for the period required by this chapter.

You must

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Keep Employee Medical and Exposure Records

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Rule

WAC 296-802-20005

Keep employee medical records

You must

- Keep medical records for at least as long as the employee works for you plus 30 years.



Exemption:

- If an employee works for you for less than **one** year and you provide the records to them when they leave employment, you don't have to keep their medical records.
- You don't have to keep the following records for any specific period:
 - Health insurance claims records maintained separately from your medical program and records
 - Records of first-aid treatment, if made on-site by a nonphysician and if kept separately from the employee medical record.

You must

- Keep chest x-ray films in their original state, such as film or electronic image.



Keep Employee Medical and Exposure Records

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WAC 296-802-20010

Rule

Keep employee exposure records

IMPORTANT:

You don't need to keep employee exposure records for exposure to toxic substances when they are:

- Purchased as a consumer product
and
- Used in the same manner and frequency that a consumer would use them.

You must

- Keep employee exposure records for at least 30 years from the date the exposure record was made. These records include the following:
 - The sampling results
 - The collection methodology (sampling plan)
 - A description of the analytical and mathematical methods used
 - Background data to environmental monitoring or measuring, such as laboratory reports and work sheets.



Note:

- You don't have to keep the actual background data for more than one year if you keep a summary of the data for 30 years.



-Continued-

Keep Employee Medical and Exposure Records

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Rule

WAC 296-802-20010 (Continued)

You must

- Keep a record, for at least 30 years, of the identity of any toxic substance used in your workplace. Include:
 - Where the substance was used
 - When the substance was used.



Note:

The identity may be retained either as part of the exposure record or as a separate record.



Helpful Tool:

Record Retention

This helpful tool provides a list of other WISHA rules that require medical or exposure records and their retention periods. You can find a copy in the Resources section of this chapter.

WAC 296-802-20015

Keep analyses of medical or exposure records

You must

- Keep each analysis using medical or exposure records for at least 30 years.

